

**OPM 20-630-1**  
PERSONNEL DIRECTOR MEMORANDUM NO. 34-53

15 May 1953

SUBJECT: Personnel Office Evaluation of Employee Suggestions

REFERENCE: Agency Regulation [REDACTED] Incentive Awards

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1. The recent revitalization of the Incentive Awards Program has resulted in a significant increase in the number of employee suggestions being received by this Office for evaluation. It is essential, especially in view of Personnel Office sponsorship of the Incentive Awards Program, that these suggestions be given prompt attention.

2. To assure prompt action and necessary control, the ~~Research and Planning Staff~~ *Ex O per 37-57* will assume responsibility for the following functions:

a. Receive all requests for evaluation of employee suggestions and/or recommendations for awards which are submitted to the Personnel Office by the Executive Secretary of the Incentive Awards Committee.

b. Arrange for prompt evaluation of employee suggestions by the appropriate Personnel Office component(s).

c. Prepare in final form and transmit evaluations, with appropriate recommendations, to the Incentive Awards Committee.

d. Perform follow-up activity, as required, to insure full utilization of suggestions recommended for adoption.

3. Full cooperation in this matter is expected from all Personnel Office components.

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GEORGE E. MELOON  
Personnel Director

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Security Information